

1. Print this document
2. Fill out the Application and W-9 form.
3. Mail to:

City of Fairfax
Attn: Purchasing
10455 Armstrong Street
Fairfax, VA 22030

4. Questions: Telephone: 703.385.7875
e-mail: JBendinelli@fairfaxva.gov



CITY OF FAIRFAX
10455 ARMSTRONG STREET
FAIRFAX, VIRGINIA 22030
703.385.7875

JBENDINELLI@fairfaxva.gov

Dear Vendor,

The City of Fairfax Purchasing office maintains a list of prospective vendors and bidders which is classified by commodity or service. You may be placed on that list by completing the enclosed application.

Upon receipt of your application we will add your company to the vendor listing and into the various commodity categories you select.

Please return the Application Form and any portion of the commodities that apply. Should you have any questions, please contact me.

Sincerely,

Jeanette L. Bendinelli, CPPB

Purchasing

CITY OF FAIRFAX
10455 ARMSTRONG ST.
FAIRFAX, VA 22030

BIDDERS APPLICATION FORM

VENDOR NAME _____

ADDRESS _____

TELEPHONE _____

FAX. NO. _____

TYPE OF ORGANIZATION:

() Individual () Partnership () Corporation
() Minority () Small Business

PERSON TO CONTACT CONCERNING BIDS _____

Please review the classes of equipment, supplies, materials and services on the attached pages. Circle all commodity codes you are interested in supplying, fill in the above information and return to the attention of PURCHASING. Upon receipt of your application, if further breakdown of the selected classes is required you will be notified. From the information furnished, you will be entered as an active bidder with the City of Fairfax. Please note that to remain on the active bid list you must respond to bids you receive. If unable to bid, respond with a "NO BID" status.

APPLICANT'S SIGNATURE _____

PRINT OR TYPE APPLICANT'S NAME _____

DATE _____

FIN # _____ or S.S.# _____

COMMODITY CLASS LIST

CLASS

TITLE

SUPPLIES, EQUIPMENT, MATERIALS AND PARTS:

031	Air Conditioning, Heating & Ventilating Equipment & Parts
031-01	Air Conditioners
045	Appliances, General
045-01	Refrigerators & Freezers
050	Art Equipment & Supplies, General
060	Automobile, Bus & Truck, Parts
060-01	Antifreeze
060-02	Glass, Door, Windshield, etc.
065	Automobile and Trucks, General
065-01	Trailers
065-02	Trucks, Heavy Duty
065-03	Police Vehicles
065-04	Motocycles, Police
065-05	Buses, Commerical
075	Automotive Shop Equipment, Tools & Supplies
080	Badges & Other Identification Equipment & Supplies
135	Bricks & Other Clay Products
150	Building Materials, General
150-01	Master Clock Systems & Repairs
150-02	Building Sand
150-03	Doors, General
150-04	Garage Doors, Controls, etc.
155	Buildings & Structures
155-01	Bus Shelters
200	Clothing & Accessories

200-01	Work Gloves
200-02	T-Shirts
200-03	Rainwear, Coats, Hats and Slicker Suits
200-04	Shoes & Boots, Safety
200-05	Uniforms, Purchase (Police & Fire)
200-06	Work Uniforms, Rental
200-07	Motocycle Clothing, Boots, Leathergoods, etc.
205	Computer Equipment, Data Processing
205-01	Computers and Supplies
205-02	Cartridges & Ribbons
210	Concrete & Corrugated Metal, Pipe & Related Products
210-01	Concrete, Air Entrained
210-03	Meter Boxes & Concrete Pull Boxes
255	Decals & Stamps
280	Electrical Equipment & Supplies
280-01	Lamps, Fluorescent, Incand., Mercury and Quartz
287	Electronic Components, Replacement Parts & Accessories
295	Elevators, Building Type, Equipment & Parts
305	Engineering Equipment, Surveying, Drawing & Supplies
310	Envelopes, Plain or Printed
330	Fence, Materials
340	Fire Protection Equipment & Supplies
340-01	Hose, Fire
340-02	Fire Hydrants
345	First Aid & Safety Equipment & Supplies
345-01	Medical Equipment & Supplies

345-02	Industrial Safety Equipment & Supplies
350	Flags, Flag Poles, Banners & Accessories
360	Floor Covering, Install, Removal & Supplies
365	Floor Maintenance Machines, Parts & Accessories
405	Oil, Grease & Lubricants
405-01	Diesel Fuel
405-02	Heating Fuel
405-03	Gasoline
420	Furniture, Non-Office
420-01	School Lockers
425	Furniture, Office
425-01	Cabinets, Metal Storage
426	Furniture Refurbishing
430	Gases: Hospital, Lab. & Welding & Equipment
433	Gas Lights, Maintenance & Repairs
445	Tools, Powered and Non-Powered
450	Hardware & Other Related Items
450-01	Batteries
450-02	Refuse Containers
485	Janitorial Supplies
515	Lawn & Garden Equipment
530	Luggage, Brief Cases, etc.
540	Lumber, Plywood, Pressboard, Sheetrock, Siding, Shingles & Stakes
550	Traffic Control Devices, Barriers, Markers & Signs
550-01	Flares & Fuses
550-02	Parking Meters

550-03	Sign Materials
550-04	Traffic Signals & Related Equipment
560	Material Handling Equipment & Related Items
570	Metal and Steel
575	Microfilm & Microfilming Equipment & Supplies
578	Miscellaneous Products (Not Otherwise Itemized)
580	Musical Instruments & Supplies
595	Nursery Plants & Supplies
595-01	Trees
600	Office Machines, Equipment & Accessories
600-01	Copiers
600-02	Typewriters
615	Office Supplies
630	Paint, Equipment & Supplies
630-01	Traffic Paint
645	Paper, Office
645-01	Paper, Computer
650	Park, Recreation & Playground Equipment
650-01	Bicycle Lockers
650-02	Sport & Recreational Surfacing
655	Photographic Equipment & Supplies
655-01	Photographic Film
665	Plastics, General
665-01	Bags & Liners, Garbage Can Liners
670	Plumbing Equipment, Fixtures & Supplies
680	Police Equipment & Supplies

680-01	Animal Warden Protection Supplies
680-02	Ammunition
680-03	Police Bicycles & Parts
680-05	Guns, Pistol, Rifles & Shotguns
700	Printing & Silk Screening
700-01	Printing, Continuous Form
720	Pumps & Pump Accessories
725	Radio, Telephone & Telecommunications Equipment & Accessories
725-01	Pagers
745	Road & Highway Building Materials
745-01	Asphalt, Furnish Only
745-02	Asphalt, Furnish & Lay Complete
745-03	Cement, Truckload Lots
745-04	Stone
745-05	Sand & Gravel
745-06	Salt, Road Maintenance
760	Road & Highway Equipment & Parts
790	Seed, Sod, Soil & Straw
803	Sound Systems, Components & Accessories
830	Tanks, (Metal, Wood & Synthetic)
840	Audio Visual & Television Equipment & Accessories
840-01	Tapes, Recording, Video & Cassettes
840-02	Stage & Lighting Equipment
863	Tires & Tubes
870	Venetian Blinds, Awnings & Shades

885 Water Treatment Chemicals
885-01 Water Treatment Parts & Equipment
890 Water Supply & Sewage Treatment Equipment
890-01 Manhole Covers & Related Equipment
890-02 Meter Boxes & Valve Boxes
890-03 Water Meters
895 Welding Equipment & Supplies

SERVICES:

900 Miscellaneous Services
900-01 A.D.A.
900-02 Natural Gas Conversion
900-03 Car Wash
900-04 Utilities
900-05 Courier
900-06 Photographers
900-07 Restaurant, Catering and Food
900-08 Upholstering
902 Advertising & Promotional Products
902-01 Newspaper Advertising
902-02 Public Relations Advertising
905 Aerial Surveying & Mapping
906 Architect & Engineer
906-01 Landscape Architecture
907 Bus Wash System
907-01 Bus/Taxi
907-02 Bus Shelter, Cleaning

908	Book Binding
909	Building, Construction
910	Building Maintenance & Repairs
910-01	Carpet Cleaning
910-02	Ceiling Tile, Cleaning
910-04	Elevator Inspection
910-05	Locksmith
910-06	Office Relocation
910-07	Security & Alarm Systems
910-08	Window Washing
910-09	Graffiti Removal
910-10	Asbestos Removal
910-11	Pest Control
912	Construction Contractors
912-02	Carpentry Contractors
912-04	Painting Contractors
912-05	Plumbing Contractors
912-06	Roofing Contractors
912-07	Electrical Contractors
912-08	Mechanical Engineering Contractors
913	Road & Highway Construction
913-01	Paving, Grinding & Milling
913-02	Storm Sewer Construction
913-03	Road & Highway Repairs
913-04	Brick Pavers, Regrouting & Replacing
913-05	Curb, Gutter & Sidewalk Repairs

913-06	Catch Basins & Related Work
913-07	Handicap Ramps, Aggregate
915	Radio, Telephone & Telecommunications
915-01	Cellular Phone
915-02	Telephone
915-03	Internet & Intranet
916	Associations
918	Consultants
918-01	Management Consulting
918-02	Record Management
918-03	Transit/Transportation
920	Data Processing
920-01	Computer
926	Environmental
926-01	Hazardous Material
926-02	Hazardous Material Removal
926-03	Historial Preservation
926-04	Recycling
926-05	Residential Solid Waste Removal
926-06	Solid Waste Disposal
939	Office Machines
946	Financial
946-01	Audit
946-02	Credit Cards
946-03	Credit Reference
946-04	Lease Purchase Financing

948	Health Related
950	Economic Development
950-01	Urban Planning
950-02	Property Management
952	Human Resources
953	Insurance Agencies & Companies
957	Entertainment
958	Escrow & Title
960	Film Processing
963	Fireworks, Furnish & Display
967	Ground Equipment Repairs
969	Grounds Maintenance
969-01	Cemetery Maintenance
969-02	Street Sweeping
969-03	Tree Removal
974	Landfill Services
978	Lawyers
981	Rental Equipment
981-01	Storage Space Rental
981-02	Toilets, Portable Rental
983	Janitorial
986	Lodging
987	Mailing
998	Sale of Surplus
999-05	Recreational Building Use at Schools
999-06	Recreational Instructors

999-10	Risk Management
999-13	Seminars & Training
999-21	Testing, Water Treatment Plant
999-23	Towing
999-25	Travel
999-29	Water Tank Inspections
999-30	Water Tank Painting Contractors

NOTE: ADDITIONAL SPACE IS PROVIDED ON THE LAST PAGE FOR ANY COMMODITIES THAT YOU MAY NEED TO ADD.

NOTE: PRODUCT LINE SHEETS AND/OR CATALOGS CAN BE SUBMITTED WITH THIS APPLICATION.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do NOT
send to the IRS.

Please print or type

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

OR

Employer identification number

--	--	--	--	--	--	--	--	--	--

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign
Here

Signature ▶

Date ▶

Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS **prefers** you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons **must** use an appropriate Form W-8.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. You must enter your individual name as shown on your social security card. You may enter your business, trade, or "doing business as" name on the business name line.

Other entities. Enter your business name as shown on required Federal tax documents. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or "doing business as" name on the business name line.

Part I—Taxpayer Identification Number (TIN)

You must enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, using your EIN may result in unnecessary notices to the requester.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester. Other payments are subject to backup withholding.

Note: Writing "Applied For" means that you have already applied for a TIN OR that you intend to apply for one soon.

Part II—For Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester a completed Form W-8 (certification of foreign status).

Part III—Certification

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to

persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "doing business as" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.